

MEMORANDUM:

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1. As requested, there are enclosed sketches of a proposed floor plan for the new building submitted for your consideration.

I recommend the 4 story building for the following reasons:

1. It will require less imported material to construct.
2. May be easily enlarged if more space is desired.
3. Will be cheaper to build.
4. Fits better with other government buildings in the area.
5. Will be less noticeable and therefore better from security viewpoint.
6. Will not require elevators, which are a continuous maintenance problem.
7. This type building has been found most satisfactory in America. The Pentagon with 5 floors and no elevators has been most satisfactory. Several buildings of this type are now under construction in Washington.

2. The type of exterior as proposed by your architects will give a handsome appearance to the building, and I would suggest little change except possibly in windows. The large plate glass windows, beside high cost, make it more difficult to heat the building. Also, during clear summer days, the "glare" or bright light might be undesirable.

3. My most urgent recommendation is that an architectural firm or company be employed as soon as possible to prepare the detail plans and specifications and estimate the amount of material required. It is most desirable that a company be employed who has had experience in the construction of large buildings.

4. You will note in my sketches that most partitions are not shown. It will probably be better to wait until more study has been made on your future before deciding on the partition plan.

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